



My EBSCOhost Account Help Sheet

My EBSCOhost allows you to save items you find in EBSCOhost to a personal folder. You can save Result List items, persistent links to searches, saved searches, search alerts, journal alerts and web pages. The items you save to your My EBSCOhost folder remain in your folder until you remove them.

Creating a My EBSCOhost Account

1. Click the **Sign In to My EBSCOhost** link. EBSCOhost displays the **Sign In** screen.

The screenshot shows the 'Sign In to My EBSCOhost' page. At the top left is the EBSCOhost logo. To its right is the text 'Sign In to My EBSCOhost' and a 'Back' link. In the top right corner, it says 'Demonstration Customer'. Below the logo and title, there are two links: 'Create a new Account' (circled in red) and 'Create a Charge Back Account'. The main area contains a 'User Name' field, a 'Password' field, and a yellow 'Login' button. Below the login fields is a checkbox for 'Load Preferences from My EBSCOhost'. To the right of the login fields is a blue box with the text 'Sign in to access your personalized My EBSCOhost account.' and a list of benefits: 'Save preferences', 'Share your folders with others', 'Save and retrieve your search history', 'Gain access to your saved research remotely', 'Organize your research with folders', 'View others' folders', and 'Create email alerts and/or RSS feeds'. At the bottom left, there are links for 'Forgot your password?' and 'Forgot your user name and password?'.

2. Click the **Create a new Account** link. EBSCOhost displays the **Create a New Account** screen with **Personal Account** entered in the **Account Type** field.

The screenshot shows the 'Create a new account - Personal Account' page. It has several input fields: 'First Name', 'Last Name', 'E-mail Address', 'User Name', 'Password', 'Retype Password', 'Secret Question' (a dropdown menu with '[Select One]' selected), and 'Secret Answer'. Below the 'User Name' field is a note: 'This is the user name you will use to sign in to My EBSCOhost (45 character maximum)'. Below the 'Password' field is a note: '5 character minimum, 100 character maximum'. Below the 'Secret Question' field is a note: 'Used to help identify your account if you forget your user name or password.'. At the bottom, there is a note: 'Note: Please remember your account information for future reference.'. At the very bottom, there are two buttons: 'Save Changes' (circled in red) and 'Cancel'.



3. Complete the fields on the **Create a New Account** screen and then click **Save Changes**. If all the information is accepted, EBSCOhost displays a message informing you that your account has been created.
4. Click **Continue** to complete the account creation and log in to your My EBSCOhost account.

Notes:

- Due to EBSCO Publishing's privacy policy, we are unable to obtain and give out user ID and password information. You should record your user name and password immediately after you create it.
- Your personal account (My EBSCOhost) can be used across interfaces. If you have set up an account on EBSCOhost, the same account can be used on the *Business Searching Interface*.
- The email address you enter when signing up will be used to notify you of expiration of alerts as well as changes to alerts.

Logging in to Your My EBSCOhost Account

1. Click the **Sign In to My EBSCOhost** link. EBSCOhost displays the **Sign In** screen.
2. Enter your User Name and Password in the **User Name** and **Password** text boxes, and then click **Login**.
3. Confirm that you are logged in to your account by viewing the **My** banner displayed across the top left corner of the page and your first name above the **Sign Out** link.

The screenshot displays the EBSCOhost search interface. At the top, there is a navigation menu with links for "New Search", "Publications", "Subject Terms", "Cited References", and "More". On the right side of the menu, there are links for "Sign Out", "Folder", "Preferences", "Languages", "New Features!", and "Help". Below the menu, the search bar is visible, showing "Searching: Academic Search Premier" and "Choose Databases >". The search bar contains three input fields, each with a dropdown menu set to "Select a Field (optional)". The search bar is flanked by "Search" and "Clear" buttons. Below the search bar, there are links for "Basic Search", "Advanced Search", "Visual Search", and "Search History". The user's name, "Demonstration Customer", is displayed in the top right corner. The EBSCOhost logo is circled in red in the top left corner of the search bar area.



Modifying My EBSCOhost Account User Information

You might need to change some of the information stored with your account (such as your password) or you might want to delete your account. Use **Update My Account** to make these changes.

1. Sign in to your personal My EBSCOhost account by clicking the **Sign In** link at the top of the EBSCOhost screen.
2. Click the **Update My Account** link at the top of the page.

The screenshot shows the EBSCOhost search interface. At the top, there is a navigation bar with links for 'New Search', 'Publications', 'Subject Terms', 'Cited References', and 'More'. On the right side of the navigation bar, there are links for 'Sign Out', 'Folder', 'Preferences', 'Languages', 'New Features!', and 'Help'. The 'Update My Account' link is circled in red. Below the navigation bar, there is a search bar with the text 'Searching: Academic Search Premier' and a 'Choose Databases >' link. There are also 'Search', 'Create Alert', and 'Clear' buttons. At the bottom of the search bar, there are links for 'Search Options', 'Basic Search', 'Advanced Search', 'Visual Search', and 'Search History'. A 'Reset' button is located at the bottom right of the search bar.

3. Use the options on the page to update your account - such as change your password.

Note: You cannot change your **User Name**.

The screenshot shows the 'Update My Account - Personal Account' form. The form contains the following fields and options:

- First Name:** Text input field with the value 'Demonstration'.
- Last Name:** Text input field with the value 'Customer'.
- E-mail Address:** Text input field with the value 'jwilliams@epnet.com'.
- User Name:** Text input field with the value 'democust'. A note next to it says: 'This is the user name you will use to sign in to My EBSCOhost (45 character maximum)'.
- Password:** Text input field. A note next to it says: '5 character minimum, 100 character maximum'.
- Retype Password:** Text input field.
- Secret Question:** A dropdown menu with the selected option 'Favorite Pet's name?'. A note next to it says: 'Used to help identify your account if you forget your user name or password'.
- Secret Answer:** Text input field with the value 'Patrick'.

At the bottom of the form, there is a note: 'Note: Please remember your account information for future reference.' Below the note are two buttons: 'Save Changes' (highlighted in yellow) and 'Cancel'.

4. Click **Save Changes**.